

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address MARTA 2200 Peachtree Summit 401 W. Peachtree Street Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received    Application No.    Date Completed JAN - 9 1979    79-7    FEB - 5 1979	
4. Person to Contact David E. Manuel		5. Working Title Technical Specialist	6. Telephone Number 586-5521
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest    Latest 1972    Present	9. Records Series Title (followed by title used in office; if different) MARTA Construction Division Contract Working File.    Short-Range		
10. Division and Office Function    What is the function of the Division and the Office in which this record series is created?  The Construction Division is responsible for coordinating and managing project construction and assignment equipment procurement and installation activities. It directs the MARTA Construction staff and monitors and supervises the performance of the General Engineering Consultant in organizing, planning, and managing the transit system construction and assigned equipment procurement and installation programs and contracts.			
11. Record Series Description    This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The design, development, construction, testing, and delivery of construction contracts under the Short-Range Grant for development of bus transportation system. Included are correspondence; General, Pre-Bid Info. Other Bid Submittals, Post Bid/NTP, Audit, Claims, Contractor Correspondence, Weekly Progress Report, Resident Engineer's Correspondence, Progress Payment, Forecast, Real Estate, UMTA, Risk Management, EEO and Subcontractors, Agreements, Permits, Change Orders, Close/Out/Inspection. Included are:  File is arranged: By contract construction unit number.			
12. Monthly Reference Rate    How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | X _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | X _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Urban Mass Transportation Administration - External Operating Manual III-D-p.41

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

[ ] Calendar Year; [ ] Fiscal Year; [X] Other Completion of Contract then,  
Construction Unit

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☒ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Hold all contract construction records for 3 years past completion of project and/or all audit questions resolved; then destroy.

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

#### 17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>James W. Gulland</i>	12/21/78		<i>Wayne K. Wood</i>	1/2/79
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>Sam P. Higgins</i>	12/20/78		<i>Pat Barth</i>	1/4/79
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>W. B. Alexander</i>	12/21/78		<i>Carroll Hart</i>	1-31-79
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Regina H. Finkler</i>	12/24/78			